



LARAEC Executive Board

Minutes- Board Meeting

Wednesday, December 16, 2020

10:00 AM – 1:00 PM

Via Zoom

Executive Board Members in		Point Person Team Members		Staff	
Candace Lee, Burbank USD	X	Marianne Griffin, BUSD	X	Lanzi Asturias, Project Director	X
Veronica Montes, Culver City USD	X	Ruth Morris, CCUSD	X	Michele Stiehl, Advisor	X
Dr. Ryan Cornner, LACCD	X	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Joseph Stark, Los Angeles USD	X	Men Le, LAUSD	X	Grace Ocampo, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD	X	Philip Tenorio, MUSD	X	Teresa Plaza, Secretary	X

1 Call to Order	<p>1.1 Pledge of Allegiance</p> <p>Mr. Stark called the meeting to order at 10:02 AM with board member quorum.</p>	Sofia Mayoral
	<p>1.2 Adjustments to the Agenda</p> <p>a. No adjustments to the agenda.</p>	
	<p>1.3 Approval of the Agenda</p> <p>a. Ms. Montes motioned to approve the agenda, and Mr. Gallardo seconded. There was no discussion.</p> <p>b. The board voted unanimously to approve the agenda.</p>	
	<p>1.4 Items for Future Agendas</p> <p>a. No items for future agendas.</p>	
	<p>1.5 Approval of the Minutes</p> <p>a. Regular Board Meeting: August 19, 2020</p> <p>i. Ms. Montes moved to approve the minutes from the October 14 meeting. Dr. Cornner seconded. There was no discussion.</p> <p>ii. The board voted unanimously to approve the minutes from the October 14 meeting.</p>	
2 Public Comment	No public comment at this time.	
3 Yearly Plan Update	<p>a. Mr. Asturias introduced Mr. Gorence and Ms. Stiehl to present on a new tool that has been developed to track progress of the activities that are being implemented in the yearly plan.</p> <p>i. Mr. Gorence displayed and explained charts and data generated by the new planning tool, adding that they were asked by CAEP to create one. He explained that the tool is designed to give a quick snapshot of progress on the annual plan.</p> <p>ii. He explained that goals would be categorized in terms of beginning, intermediate, and completed progress. The tool also creates a pie chart that summarizes the number of</p>	Mr. Asturias Mr. Gorence Ms. Stiehl

	<p>goals in each of those areas if a user does not want to look at individual action items.</p> <ul style="list-style-type: none"> iii. Ms. Stiehl explained that the tool also separates goals into “Project Management” which covers the things that staff, the board, and the Point Persons Team are working on, and then other goals are separately listed by Action Planning Teams as well. iv. Mr. Asturias added that the image in the presentation is merely a thumbnail, and that the complete document is in the board packet with more detail. 	
<p style="text-align: center;">4 Budget Report and updates</p>	<p>4.1 Effectiveness Report</p> <ul style="list-style-type: none"> a. Ms. Ocampo began by highlighting important dates for NOVA report, TOPSPro, and the release of preliminary allocations for FY’s 2022 and 2023. b. Next, Ms. Ocampo introduced the FY 2020 Effectiveness Report, which stemmed from the state audit and is part of the policies and procedures being reviewed by each district. The report includes enrollment, pre- and post-literacy gains, and key outcomes. <ul style="list-style-type: none"> i. For key outcomes, they have Other Literacy Gains, HSD/HSD Achieved, Post-Secondary Achieved, Enter Employment Achieved, Increased Wages, and Transitions to Post-Secondary Achieved. ii. They have also included whether districts have met their quarterly spending targets, whether their expenditures and activities are aligned with the LARAEC plan, as well as the carryover of the budget and allocation. <p>4.2 Program Area Actuals Report FY 2020</p> <ul style="list-style-type: none"> a. Ms. Ocampo explained that this report covers actuals as the final report submitted to the state on December 1st. She has consolidated it from reports submitted by member districts. b. The report is broken down into the 7 program areas for CAEP and they have reported a total of 13.5 million in instructional hours and 158.9 million in expenditures across the 7 program areas from different funding sources. <p>4.3 Q1 Progress And Expense Report FY 2021</p> <ul style="list-style-type: none"> a. Ms. Ocampo explained that this report will need to be certified by the end of this month, and that their FY 2021 Q1 has a budget revision. <ul style="list-style-type: none"> i. She introduced a chart breaking the budget down by object category and explained that they are submitting a slightly different budget with some money moved across object codes. ii. The report also had a breakdown of the total spending percentages and corrective actions for each individual district. Out of the total 160.7 million, they have spent about 22.5 million leaving a balance of 138.2 million as of September 30, having spent about 14% of their budget, which is slightly below their 15% goal for this quarter. <ul style="list-style-type: none"> 1. She noted that this is completely understandable, and that Q1 represents a smaller portion of their 	<p>Ms. Ocampo</p>

	<p>expenditures since they are mostly for summer activities.</p> <p>iii. The next slide of the report summarized member district activities and explained how their expenses are aligning with the Regional Comprehensive Plan.</p> <p>4.4 Policies and Procedures Update</p> <p>a. Ms. Ocampo explained that they are currently in the process of creating the final draft of policies and procedures, which will be circulated again to all districts for final review. After their feedback it will be brought to the board for approval hopefully around March or April.</p> <p>b. Once it is approved, they plan on rolling out and implementing it, with professional development being implemented for it from March through June.</p>	
<p>5 Information/Dis cussion Items</p>	<p>5.1 Equity Training Report</p> <p>a. Mr. Gorence explained that this report was following up on conversations the board has had in previous meetings about equity training.</p> <p>i. At the last meeting, CalPro had presented about a training to be rolled out in three phases and invited the LARAEC leadership to take part in equity training that was taking place.</p> <p>ii. There were two synchronous sessions as well as asynchronous sessions between and after. The training was attended by all member districts with 100% retention between synchronous sessions. He directed the board to the report in the packet for specifics.</p> <p>b. Mr. Asturias explained that this is something the board and all districts were interested in implementing, and that the final phase of the training process was a “train the trainer” process that was included in the original proposal to the board. He explained that the training in general has been very well received, with very positive comments.</p> <p>i. The caveat is the “train the trainer” portion would be done under the commercial training umbrella of the American Institute for Research, for which there would be a fee.</p> <p>ii. They are not sure what the fee would be at this time, but he wanted to see if the board was interested in LARAEC participating in a “train the trainer” training to provide districts the capacity for independent equity training whether with teachers or additional personnel. If the board agrees, they will go to AIR for a quote.</p> <p>iii. The board assented unanimously, and Mr. Asturias said LARAEC staff would ask for a quote, then present a proposal for the “train the trainer” training at the next meeting along with a statement of work.</p>	<p>Mr. Gorence Mr. Asturias Ms. Stiehl</p>

- c. Ms. Montes said that it would be great next meeting to hear from people who had participated in the training from different districts, so they could get a greater picture of the benefits that all the districts got. Mr. Asturias said he would be happy to organize a presentation for next meeting along with reactions of the participants.

5.2 Lunch with LARAEC Sessions Report

- a. Ms. Stiehl said she was very excited to talk about Lunch with LARAEC, which began as “moderated sessions” sometime in May before becoming “Lunch with LARAEC”.
 - i. They have now had 7 sessions that they have offered on Thursdays during lunchtime from 12:30-1:30. They have had a mix of presenters, and for some have had a bunch of Community College and member district participation.
 - ii. Last week, the Counseling Action Planning Team presented strategies for remote orientation and their enrollment practices.
- b. She explained that people have loved the sessions, and what they like best is it’s practitioners presenting on things that are practical and that they can use in their classrooms or with students immediately.
 - i. They have also gotten a lot of advertisement from the CAEP office, and have been in their newsletter (she thinks 3 times). And they’ve had participation from numerous outside adult ed programs as well.
 - ii. They have had a total of 540 participants so far.
- c. Every time they have a session, they record it and post it on the website, and have had 155 views of those recordings so far; they are great for people who want to attend but cannot because they have class.
- d. Coming up with Lunch with LARAEC, Ms. Stiehl said that, as previously mentioned at board meetings, they wanted to focus on the engagement and persistence of the lower level ESL students.
 - i. LARAEC staff was working with the Professional Development Action Planning Team for suggestions on how to do this via Lunch with LARAEC sessions. They put together a lineup for January and February to address just that.
 - ii. Some of their publishers have come forward with very specific tools for online learning and things that work with the learning management systems and tools that are free from all publishers.
 - iii. They will also have presentations from some district folks about best practices used out in the field.

- e. She added that in the board handout they've included some sessions requested by participants in the surveys circulated at the end of each session.
- f. Mr. Gorence added that member district staff frequently ask if it is okay for them to participate in Lunch with LARAEC sessions, and he encouraged attendees and board members to encourage their member district staff to attend.
- g. Ms. Stiehl added that if they can think of a subject they'd like to see in a future session, to email LARAEC staff and they would find a presenter.
- h. Dr. Gallardo wanted to express the great feedback he's received from people that have been attending. He is grateful that they are being recorded, and thinks they need to do more of this for their students to keep them engaged.
- i. Ms. Montes said she was extremely excited about this, and thinks it is one of the silver linings to come out of COVID for LARAEC.
 - i. She added that they have been collaborating around professional development opportunities for the last six years, and the issue has always been time and travel time for in-person PD. This kind of virtual session solves that problem and allows for more virtual participation.
 - ii. She said the LARAEC staff have done a phenomenal job on all the work to make these sessions happen, and they give people the opportunity to see each other again and share best practices.

5.3 Spring Conference and Student Pathways "Event" Discussion

- a. Ms. Stiehl gave some background on the development of the Spring Conference and Student Pathways Event, saying that they realized they would likely not be having their normal LARAEC spring conference. In talking with the APT's, PPT, and staff, they looked at substituting another event for it.
 - i. They thought of doing an event in the spring that really focuses on their students, like Dr. Gallardo previously suggested that acted as support for them.
 - ii. They noticed in their brainstorming that the member districts frequently do spring events for students about finding funding for college, CTE fairs, financial aid, etc. So they thought to combine those events into an event that was student-facing. So instead of a teacher conference, they would create something focused on sessions for students and with direct participation of the students in mind, and introducing them to adult ed programs as well.

- iii. Ms. Stiehl said that she and Mr. Gorence had the privilege of going to the Montebello CTE fair a couple times, and it was exciting to see students introduced to new fields and career paths. Mr. Gorence also frequently brings up the notion that hopefully they will turn the corner on the virus and be able to be on campus next year.
- b. So they are looking at maybe using an event to build that excitement and that energy and that registration for what might be next in the fall. In the board packet are some ideas they came up with by brainstorming with the APT's and PPT.
 - i. Rather than having exhibitors and publishers like they do at the teacher conference, they can have colleges have their own booths as well as individual programs like CTE give presentations.
 - ii. Mr. Gorence added that he thinks this idea reconnects them to the core mission of why the consortia were created in terms of student success support.
- c. Ms. Stiehl said they were hoping to have from the board today a definitive word about the spring conference and an agreement to go forward with putting a detailed budget and presentation together for next meeting for the potential student pathways event.
- d. Mr. Stark enthusiastically supported the idea and said anything LAUSD could do support it, count them in.
- e. Dr. Cornner thought it was a great idea, very timely, especially since a lot of higher education establishments are seeing dropoffs in application rates. He thinks that younger and older students are going to need these types of opportunities, and providing this as a point where they can connect and start planning for the future is right where LARAEC needs to be.
- f. Ms. Montes wanted to echo Dr. Stark and Dr. Cornner, and emphasized again how this can be a silver lining from COVID, and that this transcends some of the competition of early LARAEC and pulls them all together to serve their students. She emphasized that they would not exist without the students, and she is excited for them to hear about opportunities, especially from her district, since Culver City is a smaller one and can't always get all this information to them.
- g. Ms. Stiehl added that she thinks it would be useful for their counseling and advising staff as well, since they are hearing directly from colleges about processes and pathways.
- h. Mr. Asturias acknowledged that the entire board had signified their support. He summarized saying they would

cancel the March in-person conference and focus their efforts on the student event.

- i. Because of timing issues, they will start moving forward with the process. There will be expenses incurred, and they will create a budget and email it to the board for approval, and hopefully they can address this via email individually.
- ii. Next meeting they will present the budget and make it official so they are transparent about the costs of the event.
- i. Ms. Stiehl said they would provide the board with more details on how the event gets laid out, etc. She noted that Ms. Lee asked in the chat if they could do the event on a Friday or Saturday, and noted that those were concerns that came up when they brainstormed with the PPT. They discussed what day of the week to do it, or whether to make it a multi-week event to maximize the number of students who attend.
- j. Dr. Gallardo said it was phenomenal work, and that MUSD is definitely supportive of this.

5.4 Action Planning Teams Update

- a. Mr. Gorence explained that subsequent to the last board meeting, the APT's did meet on November 6th to work on action plan team activities, updating their action items, and clarifying any items. The goal was to give them as much time as possible to work together, and they had over 70 participants in the meeting.
- b. Subsequent to the meeting, he and Ms. Stiehl followed up with the co-chairs of each team in order to provide support, information, and clarification. One of the things they learned from last year is sometimes being simple and direct in addressing action items in the annual plan is better than multifaceted approaches to problems.
- c. To point out some items of note:
 - i. Under the counseling APT, one of the very pressing issues this year was the transition to online orientation. Recently, they presented at a Lunch with LARAEC session about remote orientation. They got tremendous feedback in its benefit to the field, but Mr. Gorence wanted to point it out to the board for how board support for different activities plays out in teams supporting annual plan movement.
 - ii. Furthermore, Lunch with LARAEC has become a venue for them to move forward with annual plan activities and push information, which is ultimately the design of the annual plan activities and action planning team activities is: to get this information out to the field and impact the field in substantive ways.

- iii. He also wanted to point out that the Adults With Disabilities Team is creating really functional, direct videos on disability topics as part of their focus on strategy 2.3 that will be posted on the website to inform teachers, staff, and administrators on subjects that are important to this topic.

5.5 Next Three Year Planning Cycle Considerations Discussion

- a. Mr. Asturias said that at the last meeting in October, he believed he mentioned that the state was already preparing for the next 3-year planning cycle, which will begin on July 1st, 2022 extending through 2025.
 - i. The reason the state starts so early is to allow a full year for consortiums to start their planning and process in depth, and to allow the state to gain a good understanding of the consortium and evaluate input from students, teachers, community members, and stakeholders.
 - ii. So the state has indicated that they will have a template for the 3-year plan ready July 1st, 2021 so consortia have the full year.
- b. The big question is, in the past two cycles of 3-year planning they have had assistance of others to bring this information together. So during a PPT session, it was pointed out, right on the money, that if they were to retain someone to assist them with this process, they would have to start in the next few weeks with that process so they would be ready to go on July 1st.
 - i. If they are going to negotiate the Request for Proposal, that takes six months (at least within LAUSD and many districts).
 - ii. He asked the board if hiring a person to help them like previously is something they wanted to pursue.
- c. Mr. Stark asked if there was a Point Persons meeting coming up soon, and Mr. Asturias said they meet roughly every other week.
 - i. Mr. Stark said he would be supportive either way but he feels it's something on which he would defer to the Point Persons since they are charged with a lot of the heavy lifting and coordinating with regard to the annual plan.
 - ii. He would be fine if that discussion happened at a PPT meeting and would be good with whatever recommendation came out of that.
- d. Ms. Montes noted that this would be their third time going through the 3-year planning cycle, and asked if they had the internal capacity between LARAEC staff and the Point People to take this on this time.

	<ul style="list-style-type: none"> i. She asked how they would even start the RFP without a template from the state and therefore without knowing what they would need people to do. ii. Finally, she noted that although the format changes all the time on the template, it has a lot of the same information, and they've had so many years of experience, and so asked if this is something that the LARAEC staff and Point People could handle. iii. Mr. Asturias acknowledged that although they have the skills and the experience, they are lacking on bandwidth since they have a number of other responsibilities for LARAEC and its board that they do not want to fall short on. He said they can explore an internal process, but they would just require more support to make sure they can do that. e. Mr. Gallardo said he supported someone come and help facilitate because it is necessary, especially since they're doing so many new things that they haven't before. f. Mr. Stark summarized that they are directing the LARAEC staff to explore options of bringing in help, but also to put on the agenda for the next PPT meeting to explore this a little more and do some thinking and come up with some recommendations. <p>5.6 Next Board Meeting Date Discussion □ Proposed: No January Meeting. Next Meeting in February 17, 2021</p> <ul style="list-style-type: none"> a. Mr. Asturias said that this is once again revisiting the number of meetings they have. LARAEC staff want to make sure that when they bring the board into a meeting that they are providing them with enough information and that they are actually having discussions. b. They also want to be cognizant of the fact that everyone is Zoomed out nowadays, and so suggest that they cancel the January meeting after all since that month is tricky with everyone returning. They also don't have any action items coming down the pipe or items that would need a formal vote. <ul style="list-style-type: none"> i. If they have any items that they need the board's input on, they will obviously email or call them to keep them updated with anything of relevance ii. The board agreed unanimously to cancel the January board meeting, and to have the next board meeting in February. 	
<p>6 Board Member Reports</p>	<p>LAUSD:</p> <ul style="list-style-type: none"> a. Mr. Stark announced that the LAUSD Adult Ed division will be inking new articulation agreements with their East LA Service Schools as well as the East LA College. They will be in the areas of computer applications, office 	<p>Mr. Stark</p>

	<p>technologies, and they offer a pathway in computer operations. Lots of folks have been working on it, but he wanted to shout out the principals in the east, Sonia Ramirez and Bernadine Gonzalez, who is now in the South, Vladimir Tigno and Andrea Rodriguez, as well as their CTE specialist Anna Martinez who was the point person for the initiative. He also thanked LARAEC staff and Men Le for their support. He is also glad that they are finally getting some results and deliverables from the plan, particularly around healthcare, and they may open up new pathways in the future as a result.</p>	
	<p>BUSD:</p> <p>a. Candace Lee put her update in the chat for attendees, and it was read for panelists and attendees by Mr. Asturias: Ms. Lee has nothing to report now, and wished a Merry Christmas and Happy New Year to all.</p>	<p>Mr. Urioste</p>
	<p>LACCD:</p> <p>a. Dr. Cornner wanted to reiterate an issue raised by him last meeting, which is that they are seeing COVID disproportionately impact particular communities, and that they need to be mindful that those impacts will persist long after the virus goes away. Their programs can help lessen that impact, but will also be impacted related to that. Regarding that, the LACCD board has made it a point to support broadband for all, which has been discussed recently in the state legislature, as well as federally speaking. He encourages everyone to look at those access points and if they see fit to support proposals to ensure broadband access for kids with difficult access to technology.</p>	<p>Dr. Cornner</p>
	<p>MUSD:</p> <p>a. Dr. Gallardo apologized ahead of time, explaining that the board had asked Alice Jacquez that they did not want to get a report of the audit, but that MUSD was required to provide them with an update of where MUSD is with the findings of the state audit. There were six audit findings for MUSD, and they have met all of them as of today. He summarized each finding and the steps taken by MUSD to address them. He also summarized the presentation they had given to MUSD earlier that day. He said that this is hopefully the last report of its kind they'll make to the board. He thanked the board for giving MUSD the space they needed to implement the suggestions, and wished everyone a Merry Christmas. He hopes that they turn the</p>	<p>Dr. Gallardo</p>

	corner on COVID, having already had adult ed colleagues get sick and having lost some.	
	<p>CCUSD:</p> <p>a. Ms. Montes announced that they are trying to figure out how to get the FSI program going in Culver City. This week, a survey is going out to parents from different schools. They are continuing to partner with LAUSD on the FSI and hope to start it up next semester. She wanted to acknowledge Ruth Morris as the assistant principal at the Culver City Adult School for taking the reins on the project and pushing it forward.</p>	Ms Montes
7 Public Comment	No public comment at this time.	
8 Action Items	No action items.	
9 Announcements	<p>Next meeting February 17, 2021, times tbd, to be held over Zoom videoconferencing. (Note: Board meeting subsequently canceled).</p> <p>Mr. Stark wished everyone a happy and healthy holiday season, saying he is ready for a break and that his hope is that 2021 is a much better year with positive change for everyone. In particular, as Dr. Cornner mentioned they have to look at and embrace communities where the opportunity gap has only gotten wider during COVID.</p> <p>Ms. Montes wished everyone a great holiday.</p> <p>Mr. Asturias echoed that, wishing everyone the best holiday possible amidst everything going on.</p>	
Adjourn	Meeting was adjourned at 11:12 AM.	